



CITY OF  
LOS ANGELES  
CALIFORNIA



P.O. BOX 4670, WEST HILLS, CA 91308  
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## WEST HILLS NEIGHBORHOOD COUNCIL

### JOINT BOARD AND BYLAWS COMMITTEE MEETING AGENDA

Wednesday, September 27, 2023 @ 6:30 p.m.

Chaminade College Preparatory -- Condon Center, 2<sup>nd</sup> Floor  
23241 West Cohasset Street, West Hills, CA 91304

**Enter Chaminade through the Cohasset Street Entrance Between Woodlake and Platt Avenue. Enter through the parking lot, bear left and continue over the hill until you see the Condon Family Technology Center on the left. Park in the nearest lot.**

This meeting is open to the public. Doors open 10 minutes before the meeting starts. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

#### Call to Order and Establish Quorum

1. Approval of the August 2023 Committee Meeting Minutes
2. Comments and Announcements from the Chair
3. Public Comment
4. Discussion and Possible Action to Allow Board Members to Participate Remotely and Board and/or Committee Meetings to be Held Electronically – Subject to the approval of SB411 -- A resolution by the Board requiring a supermajority vote (2/3)
5. Discussion and Possible Action to Define or Limit the Calling of Special Board Meetings – Standing Rules Action
6. Discussion and Possible Action to Change the Minimum Quorum for Board Meetings – Bylaws Action  
*ARTICLE V GOVERNING BOARD The Board of Directors (or “the Board”) shall be the governing body of the WHNC within the meaning of that term. Section 1: Composition The WHNC Board shall consist of twenty-five (25) Directors (or Board Members) elected by the stakeholders on an “at-large” basis. The Board shall not include more than four (4) Directors who do not live, work, or own property in West Hills. Section 2: Quorum The quorum shall be eighteen (18) Directors of the Board. No floating quorums are allowed.*
7. Discussion and Possible Action on Revising the WHNC Code of Civility with a Line-by-Line Review of the Code
8. Discussion of Possible Future Agenda Items for the Bylaws Committee

#### Adjournment

***The next meeting of this committee is scheduled on Wednesday, October 25, 2023, at 6:30 PM.***

**Public Input:** Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, an issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the committee.

**The Americans With Disabilities Act** - As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)

**Public Posting of Agendas** - WHNC agendas are posted for public review at Platt Village, on the Southside of Pavilions, closest to Nothing Bundt Cakes at 6534 Platt Avenue, West Hills, CA 91307 or at our website, [www.westhillsnc.org](http://www.westhillsnc.org) You can also receive our agendas via email by subscribing to [L.A. City's Early Notification System \(ENS\)](#)

**Notice to Paid Representatives** -If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

**Public Access of Records** - In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: [www.westhillsnc.org](http://www.westhillsnc.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the WHNC's executive director via email at [michelle.ritchie@westhillsnc.org](mailto:michelle.ritchie@westhillsnc.org)

**Reconsideration and Grievance Process** - For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website [www.westhillsnc.org](http://www.westhillsnc.org)

**Servicios De Traduccion:** Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte [Michelle.Ritchie@westhillsnc.org](mailto:Michelle.Ritchie@westhillsnc.org)



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## WEST HILLS NEIGHBORHOOD COUNCIL

### JOINT BYLAWS AD HOC COMMITTEE/BOARD MEETING MINUTES

**August 23, 2023**

**Telephonic and Online**

Revised September 20, 2023

The Committee shall take official action by a simple majority of yes and no votes cast by the committee members present at a duly noticed regular or special Bylaws Committee meeting, not to include abstentions. There shall be no proxy voting.

Attendance: Aida Abkarians, Faye Barta, Sandi Bell, Dan Brin, Steve Randall, Char Rothstein, Myrl Schreibman, Joan Trent, and Brad Vanderhoof

Co-chair Brad Vanderhoof called the meeting to order at 6:46 PM. A quorum was established.

Numbers refer to agenda items.

1. Approval of the March 2023 Committee Meeting Minutes: Minutes approved.
2. Comments and Announcements from the Chair: None
3. Public Comment: Jeff Sacher asked that all public meetings of the WHNC or committees be available electronically.
4. Define Time Limits for Public Comment: Stakeholder proposal to change general public comment to three minutes; Stakeholder proposal to allow all members of the public three minutes per agenda item: Brad explained the current process. Jeff Sacher requested three minutes. There were no motions by committee members. Board President Char Rothstein said the time for Public Comment will remain two minutes unless there are so many wishing to speak the time needs to be reduced to hear from more stakeholders. There was general consensus that the WHNC has been unnecessarily limiting the time to less than two minutes and with the return to in-person meetings members of the public should be given a full two minutes whenever possible.
5. Revising the WHNC Code of Civility with a Line-by-Line Review of the Code; Tabled to September.
6. Stakeholder Letter; This item was referred to the Communications and Outreach Committee.
7. Future Agenda Items for the Bylaws Committee; Char requested a review of the quorum for Board meetings.

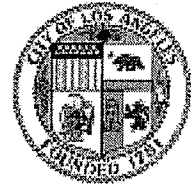
Co-chair Brad Vanderhoof adjourned the meeting at 8:00 PM.

The next meeting of this committee is scheduled for 6:30 PM on September 27, 2023 at Chaminade Preparatory High School.



Help Guide the Future of West Hills  
**West Hills Neighborhood Council**

P.O. Box 4670, West Hills, CA 91308-4670



<http://www.westhillsnc.org>

[mail@westhillsnc.org](mailto:mail@westhillsnc.org)

**West Hills Neighborhood Council Code of Civility**  
**Agenda Item #10-0021**

**\*\*Passed by the West Hills Neighborhood Council on October 6, 2010\*\***

Collectively and individually, the members of the Board of Directors of the West Hills Neighborhood Council agree to abide by a Code of Civility to ensure that our Neighborhood Council's business is conducted in a respectful and courteous manner, and in a way that will generate respect and credibility for our Neighborhood Council.

The freedom to express one's views about public matters is a cornerstone of the democratic process. The West Hills Neighborhood Council welcomes the diverse views and opinions of our other board members and stakeholders as they relate to the issues before us. In order for these discussions to be meaningful and effective, we must treat others with respect and dignity.

By affixing my signature to this document, I agree to abide by our Code of Civility to the best of my ability.

1. I will conduct myself in a professional and civil manner at all times as a representative of the West Hills Neighborhood Council, including treating each member of the board and members of the public with respect at all times.
2. Even in the face of disagreement or differences of opinion, I will demonstrate esteem and deference for my colleagues and the public. During Neighborhood Council meetings, functions, or events I will not engage in or threaten to engage in any verbal or physical attack on any other individual. I will not use language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures. I believe that derogatory language about an individual's ethnicity, race, sexuality, age, disability, or religion is not acceptable.

3. I will promote and enforce a safe meeting environment at all times. At moments when members of the public become disruptive and violate the rules of civility that we have pledged to follow, I will join my fellow board members in demanding that the persons conduct themselves in a respectful and orderly manner even if I agree with the point of view that is being expressed.
4. I will commit to communicate my ideas and points of view clearly, and allow others to do the same without interruption. I pledge to truly listen to and hear other points of view. I will practice the art of being able to disagree without being disagreeable.
5. I will take responsibility for my own actions, and will work to fulfill my role and responsibilities as specified in the bylaws
6. I will commit to learn the applicable laws that govern Neighborhood Councils, including bylaws, standing rules, meeting procedures, the Brown Act, conflict of interest laws, city ordinances, and the City Charter, and will not knowingly violate any of them so that we can maintain a safe and effective environment for conducting business.
7. I will seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.
8. If I find myself representing my personal interests before my community's interests, I will publicly disclose the differences and recuse myself from voting on such matters, and I will ask for advice from the Office of the City Attorney whenever I have doubts.
9. I will commit to good faith efforts to resolve grievances that come before the board as specified in the bylaws.
10. Out of respect to my fellow board members, the public, and the decision-makers who we are trying to influence, I will make the best possible effort to understand the issues before me.

DATED: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature